



**Management Analyst 5**  
**Management Services Division**

**Salary:** \$51,864 – \$68,016 per year (Range 60)

**OPENS:** February 12, 2010

**CLOSES:** Open until filled

*Candidate evaluation will be ongoing, and applicants are encouraged to submit materials by February 19, 2010, to ensure full consideration. The hiring authority reserves the right and may exercise the option to make a hiring decision at any time during the announcement period.*

**Location:** Olympia, Washington

**This is a project position with an anticipated duration of two years.**

**Agency Profile**

The Washington State Department of Information Services (DIS) provides quality and reliable computing, telecommunications, and Internet services to state and local agencies, tribal governments, educational institutions, and not-for-profit organizations.

As the technology leader for Washington State, DIS provides innovative services so that government agencies can successfully serve the public. DIS also provides support to the Information Services Board (ISB) and other committees.

**Job Overview**

The Management Analyst 5 (MA 5) provides expertise in researching, analyzing and making recommendations regarding multidimensional and complex unprecedented issues having a broad scope and significant impact. The MA 5 is a team member responsible for collection and organizing of financial data from a variety of sources.

**Principal Responsibilities**

- Develop and maintain the tracking of actual spending against spending plans for the agency.
- Gather and analyze complex sets of data on organizational expenditure needs for construction and the development of new information technology services.

- Analyze spending variances and perform root cause analysis.
- Develop concise analytical conclusions regarding agency spending paths.
- Conduct research on expenditure estimates; research the literature on operational and construction costs for information technology.
- Research analogous cost experiences in other states and local jurisdictions conducting similar projects.
- Prepare professional verbal, written and graphical communications of financial information.

### **Qualifications**

- Bachelor's degree in business administration, economics, engineering, technology, accounting or related field or equivalent combination of education and experience.
- Three years experience performing data analysis involving spending, estimation and monitoring of complex projects with multiple dependencies and widely varying data sources.
- Three years experience gathering complex data, including data accuracy/quality verification.
- Three years experience in budget development, implementation and forecasting, including tracking actual expenditures against forecasts and producing detailed reports.
- Three years experience translating data and analysis into usable information by developing advanced-level Excel spreadsheets and charts, and professional-level Word and PowerPoint documents for diverse stakeholders.

### **Desirable Qualifications**

- Finding and using data, research, studies, statistics, and similar information sources to assess and understand issues, evaluate options, form accurate conclusions, and make decisions
- Experience in project planning and cost estimation.



- Familiarity with estimating lease termination costs, the conversion of former machine rooms to office space, power costs, and facility maintenance budgets.
- Familiarity with estimating technology services such as servers, telecommunications, and networking.

## **Working for DIS**

DIS is an agency on the move. With a talented workforce that has a depth of knowledge and understanding of information technology, DIS provides constructive, reliable and responsive services for all their clients.

DIS offers extensive opportunities for career growth and personal development through workshops, seminars, and other training opportunities as well as a tuition reimbursement program and promotional opportunities.

As one of the top ten places in the country for business and careers (Forbes' Magazine, 2007), and conveniently located at the crossroads of business and leisure, Olympia has become the preferred destination zone for business professionals in the Pacific Northwest.

Olympia is on the Puget Sound and is within easy driving distance of the rugged Olympic National Park, the city of Seattle, Mt. Rainier, Mt. St. Helens, and Pacific Ocean coastal beaches: all offering ample outdoor recreation opportunities. Home to an internationally-recognized educational institution and a vibrant arts scene, Olympia is also the location of the outstanding Farmer's Market, located at the downtown waterfront.

## **Employee Benefits**

The State of Washington offers a comprehensive and competitive package of benefits to match the needs of our diverse workforce. DIS eligible employees can choose from our outstanding [benefit package](#) including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; deferred compensation plans; educational benefits program; paid holidays; Commute Trip Reduction Incentives; training; and state retirement plans.

## **Special Notes**

This is a project position with an anticipated duration of two years.

This position is covered by a union security provision. Therefore, as a condition of employment, candidates who are appointed are required to become members



of the Washington Federation of State Employees, or pay other representational fees within the first 30 days of employment.

This announcement may be used to fill multiple vacancies.

### **How to Apply**

Interested applicants should submit a letter of interest with a detailed description of their experience as it pertains to the Qualifications listed. Please include a current resume, [Washington State Application](#) and a minimum of three professional references.

**Please send your application materials via e-mail to [hro@dis.wa.gov](mailto:hro@dis.wa.gov).**

Persons of disability needing assistance in the application process, or those needing this announcement in an alternative format, may call (360) 902-3543 or Telecommunications Device for the Deaf 1-800-833-6388.

### **Applicant Profile Form**

As a separate part of the application process, you are requested to voluntarily complete and return the [Applicant Profile](#) sheet with your completed application. This information will be treated as confidential. This page will be separated from your application and used by authorized personnel only.

*The Department of Information Services is an equal opportunity employer.*